

HERSHEY MANOR INFORMATION SHEET



HERSHEY MANOR

Hershey Manor is a well-maintained independent living complex of 50-one bedroom apartments, specifically designed for seniors 62 years of age or older. Amenities at Hershey Manor include an on-site housing manager, coin operated laundry facilities, convenient mailroom access, secure entry system to all building entrances, and access to the Muscabus line. Milestones Area Agency on Aging provides lunch on-site 5 days a week for a nominal fee. Hershey Manor is located directly next door to Senior Resources offices. Adult day programs and a variety of assistance can be accessed through Senior Resources.

QUALIFICATIONS FOR RESIDENCY

To qualify, the head of the family or spouse must be 62 years of age or older. All residents must meet income eligibility requirements. Hershey Manor is available to all persons regardless of race, color, creed, religion, sex, national origin, or sexual preference. Gross income for admission cannot exceed:

Family Size	Maximum Income
1	\$22,300
2	\$25,450

(03/09/2015)

All applicants must permit verification of information provided on the application form and authorize credit and criminal history review.

RESIDENT SELECTION / APARTMENT ASSIGNMENT

Solvency shall be a prime consideration in tenant selection and apartment assignment. Residents will be selected from among applicants eligible for apartments of given size and within such ranges of rent as may be established from time to time to ensure the financial solvency and stability of the project including, but not limited to the following:

- On time rent paying ability and rental history.
- Credit with utility companies and banks.
- Applicant's disability or handicap.
- Family size of the applicant as it relates to the existing housing (over crowding).

Eligibility of all families will be re-examined at least once every 12 months and based upon family income, the rent shall be adjusted accordingly. Residents, members of the family

and/or guests will be expected to conduct themselves in accordance with the Hershey Manor Rules and Regulations adopted by the Benjamin Hershey Memorial Home Board and the Muscatine Municipal Housing Agency.

PROCESS:

Normally there is a waiting list. As people apply for Hershey Manor, their names are put on the waiting list in the order they have applied. It is important that each applicant be sure to keep his or her application up to date. If a change occurs you must report that change to the Hershey Manor management office *in writing*. Report family size changes, income changes, and especially address and phone changes. When your name comes to the top of the list you will be required to bring in some necessary items. Start putting those things together now, so you will have them easily accessible when the time comes. We need birth certificates and Social Security cards or other allowable documentation now, the other items will be needed later. If you do not have a birth certificate or Social Security card, please contact management to determine what other documents may be acceptable.

Items you **must** bring include:

Verification of Income for anyone over 18

years: employment/wages, termination of employment, unemployment benefits, welfare/ADC/FIP, and child support/alimony benefits, Social Security benefits, SSI benefits, pension/retirement ... anything that pertains to YOUR family income.

Assets/All Bank Accounts: Savings, checking, CD's stocks, bonds, money market funds, IRA, KEOGH and similar retirement savings accounts, cash value of life insurance policies. Lump sum receipts such as inheritances, lottery winnings, cash from sale of assets, insurance settlements, Social Security and SSI lump-sum payments and other claims. **EQUITY IN REAL PROPERTY OR CAPITAL INVESTMENTS.** Equity is the estimated current market value of assets less the unpaid balance on all loans secured by the asset and reasonable costs that would be incurred in selling the asset.

Medical Expenses: Physician, prescription medication, over the counter medication, health insurance, hospital/clinic.

**Social Security or Resident Alien Cards:**

Needed for every member of the family. If you do not have a Social Security or Resident Alien card please contact management to determine what other documents are acceptable.

Birth Certificates: Need these for every member of the family (Needed WITH your application.*)

If you do not have a birth certificate, please contact management to determine what other documents are acceptable.

Immigration Documents: If needed.

Other Documents & Forms: Driver's license, auto insurance/ registration, pet inoculations/licensing.

We may request other things at the time your name comes to the top of the list.

*Copies will be accepted with application; originals must be presented before housing assistance begins.

OTHER HOUSING OPPORTUNITIES:

The Muscatine Municipal Housing Agency offers the following housing communities and programs:
Clark House Hershey Manor Sunset Park
Section 8 Voucher Program

Muscatine Municipal Housing Agency

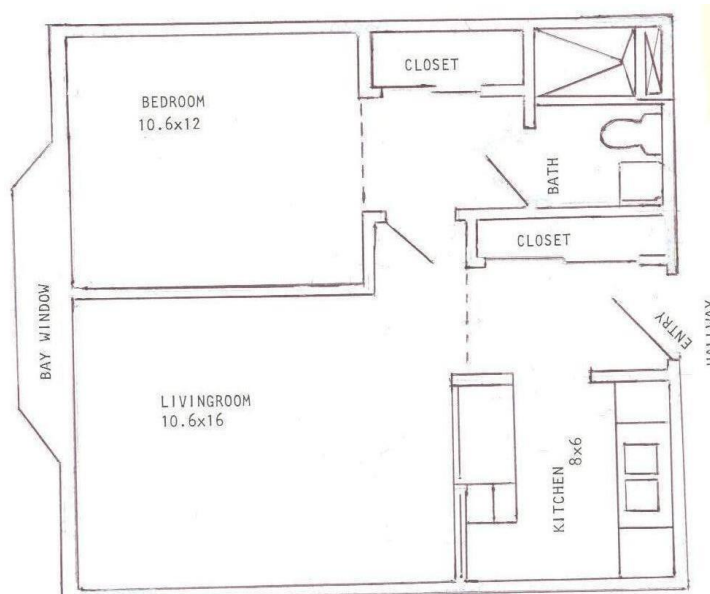
City Hall – 215 Sycamore Street
Muscatine, IA 52761
563-264-1554

The Tenant Selection Plan is available at the Hershey Manor Office. Contact the manager to view or request a copy of the plan.

Hershey Manor does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24CFR, part 8) dated June 2, 1988. Jodi Royal-Goodwin, Section 504 Coordinator – 215 Sycamore Street, Muscatine, Iowa 52761 *Voice Phone 563-264-1554.

Hershey Manor Apartments

1810 Mulberry Avenue
Muscatine, Iowa 52761
(563) 263-8304 Phone
(563) 263-8337 Fax



Approximate square footage: 525=/- Floor plans may vary slightly



HERSHEY MANOR APPLICATION

Hershey Manor Apartments
1810 Mulberry Avenue
Muscatine, Iowa 52761



PARTICIPANTS REQUIRING SPECIAL ASSISTANCE

Participants with disabilities who require special accommodation in the application process should notify Muscatine Municipal Housing Agency at (563) 264-1554. Relay Iowa can provide telecommunication relay services. Contact Relay Iowa by dialing 7-1-1 or (800) 735-2942 TTY/ASCII, (800) 735-2943 Voice, Relay Iowa Spanish Service (800) 264-7190 Voice/TTY

FAILURE TO COMPLETE ENTIRE APPLICATION OR PROVIDE LEGIBLE ADDRESS AND FAMILY INFORMATION WILL RESULT IN APPLICATION BEING RETURNED FOR COMPLETION.

PLEASE PRINT!

Name of Applicant _____ Telephone _____

Mailing Address _____

City _____ State _____ Zip Code _____

A. Family Composition (List yourself and only those who will be living with you)

Name (First, Middle Initial, Last)	Birth Date	Social Security Number	Relationship to Head of Household	Age	Sex	Marital Status (M, S, D, W)
			Head of Household			



B. Source(s) and Amount(s) of Income: List all money earned or received by any household member who is 18 years old or older.

Family Member	Source of Income (Wages, SS, SSI, Pension, Alimony, TANF, Contributions from family and friends for living expenses, food assistance, etc)	Gross Dollar Amount per Month

C. Net Family Assets (Checking, Savings, CDs, Company Stocks, Real Estate owned, etc.)

Household Member	Type of Asset	Name of Bank or Other Source	Value of Asset



D. Deductions and Allowances for Medical Expenses (Elderly/ Disabled only)

Note: Households in which the Head of Household, Spouse, or Co-head are 62 or older and persons with disabilities are entitled to additional deductions such as medical expenses, health insurance premiums, etc. These expenses could impact the amount of rent you pay. Attach additional sheet if necessary.

Family Member	Description (Prescription cost, Life Line, insurance premiums, doctor/hospital bills, etc.)	Cost per Month

E. Ethnicity

☐ Hispanic

☐ Non Hispanic

F. Race

☐ White

☐ Native American

☐ African American

☐ Asian

☐ Pacific Islander

G. Miscellaneous Information

Note: Incorrect statements can cause your application and/or housing assistance to be declined and/or terminated. Check appropriate boxes and write full explanations as needed.

WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.

1. Do you and/or any household member own or have interest in: ☐ real estate ☐ mobile home
If yes, explain _____

2. Have you sold any real estate in the last two (2) years? ☐ yes ☐ no
If yes, explain: _____

3. Does anyone outside of your household pay for any of your bills or give you money?
☐ yes ☐ no If yes, explain: _____

4. Have you or any other adult household member ever used any other name(s) such as a maiden
☐ yes ☐ no If yes, list former names: _____

5. Have you ever committed fraud in any federally assisted housing program or been requested to repay money for knowingly misrepresenting information for such housing?
☐ yes ☐ no If yes, explain: _____



6. Have you or any other household member been involved in, arrested for, or convicted of drug/alcohol activity in the past five (5) years? ☐ yes ☐ no If yes, explain: _____

7. Have you or any other household member ever been arrested/ charged for a crime other than a traffic violation in the past five (5) years? ☐ yes ☐ no If yes, explain: _____

8. Have you or any other household member been incarcerated in the past five (5) years? ☐ yes ☐ no If yes, explain: _____

9. Are you, or any other household member, required by court order, to register on a local or national sex offender registry? ☐ yes ☐ no If yes, list the state and the year that the offense occurred: _____

10. Will any person in your household benefit from a handicap accessible unit? ☐ yes ☐ no

11. Please list all states you and/or household member has lived in: _____

I hereby swear and attest that all information above about myself and other household members is true and correct.

I understand a criminal background check may be done to verify the information I have given and that untrue statements may be cause for my application and/or housing assistance to be declined and/or terminated.

I understand changes in income of any member of the household, household size and/or composition, address changes, etc. must be reported to Muscatine Municipal Housing Agency IN WRITING IMMEDIATELY.

SIGNATURE OF HEAD OF HOUSEHOLD

DATE

SIGNATURE OF OTHER ADULT HOUSEHOLD MEMBER

DATE

APPLICANTS REQUIRING SPECIAL ASSISTANCE

Applicants with disabilities who require special accommodation in the application process should notify Muscatine Municipal Housing Agency at (563) 264-1554. For hearing impaired telephone services contact Relay Iowa by dialing 7-1-1 or (800) 735-2942 TTY/ASCII, (800) 735-2943 Voice, Relay Iowa Spanish Service (800) 264-7190 Voice/TTY

A reasonable accommodation is a change, exception, or adjustment to a program, service, building, or dwelling unit that will allow a qualified person with a disability to participate fully in a program; take advantage of a service, or live in a dwelling. Applicants with disabilities who require a reasonable accommodation in order to participate in the application process or make effective use of the housing program may request such an accommodation. Muscatine Municipal Housing Agency will accommodate a specific request unless doing so would result in an undue financial and administrative burden. Please contact our administrative office at 563-264-1554 for more information.



**Please provide a minimum of five (5) years of Landlord/Rental and Credit History.
If you cannot provide five (5) years please explain why. A minimum of three (3) personal written references are requested if sufficient history cannot be provided.**

Current Landlord: _____ Landlord Address & Phone: _____

Your Current Address: _____

Name the unit was rented in: _____ Date Rented: _____ to _____

Why are you moving? _____

Previous Landlord: _____ Landlord Address & Phone: _____

Your Previous Address: _____

Name the unit was rented in: _____ Date Rented: _____ to _____

Why did you move? _____

Previous Landlord: _____ Landlord Address & Phone: _____

Your Previous Address: _____

Name the unit was rented in: _____ Date Rented: _____ to _____

Why did you move? _____

Previous Landlord: _____ Landlord Address & Phone: _____

Your Previous Address: _____

Name the unit was rented in: _____ Date Rented: _____ to _____

Why did you move? _____

Have you ever been evicted? _____ When? _____

Where? _____ Why? _____



CREDIT REFERENCES (utilities, bank/car loans, etc.)

Company Name: _____ Address: _____

Contact Person if Known: _____ Phone: _____

Type of Reference (loan, utilities, etc.) _____ Account Number: _____

Name the account was in: _____

Company Name: _____ Address: _____

Contact Person if Known: _____ Phone: _____

Type of Reference (loan, utilities, etc.) _____ Account Number: _____

Name the account was in: _____

Company Name: _____ Address: _____

Contact Person if Known: _____ Phone: _____

Type of Reference (loan, utilities, etc.) _____ Account Number: _____

Name the account was in: _____

Explanation for why five (5) years of Landlord/Rental and Credit History cannot be provided:

**YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE IF THE
LANDLORD/RENTAL AND CREDIT HISTORY SECTIONS ARE
INCOMPLETE WITHOUT A WRITTEN EXPLANATION. THREE WRITTEN
PERSONAL REFERENCES ARE REQUIRED IF SUFFICIENT HISTORY
CANNOT BE PROVIDED.**



Document Package for Applicant's/Tenant's Consent to the Release Of Information

This Package contains the following documents:

1. HUD-9887/A Fact Sheet describing the necessary verifications
2. Form HUD-9887 (to be signed by the Applicant or Tenant)
3. Form HUD-9887-A (to be signed by the Applicant or Tenant and Housing Owner)
4. Relevant Verifications (to be signed by the Applicant or Tenant)

Each household must receive a copy of the 9887/A Fact Sheet, form HUD-9887, and form HUD-9887-A.



HUD-9887/A Fact Sheet

Verification of Information Provided by Applicants and Tenants of Assisted Housing

What Verification Involves

To receive housing assistance, applicants and tenants who are at least 18 years of age and each family head, spouse, or co-head regardless of age must provide the owner or management agent (O/A) or public housing agency (PHA) with certain information specified by the U.S. Department of Housing and Urban Development (HUD).

To make sure that the assistance is used properly, Federal laws require that the information you provide be verified. This information is verified in two ways:

1. HUD, O/As, and PHAs may verify the information you provide by checking with the records kept by certain public agencies (e.g., Social Security Administration (SSA), State agency that keeps wage and unemployment compensation claim information, and the Department of Health and Human Services' (HHS) National Directory of New Hires (NDNH) database that stores wage, new hires, and unemployment compensation). HUD (only) may verify information covered in your tax returns from the U.S. Internal Revenue Service (IRS). You give your consent to the release of this information by signing form HUD-9887. Only HUD, O/As, and PHAs can receive information authorized by this form.
2. The O/A must verify the information that is used to determine your eligibility and the amount of rent you pay. You give your consent to the release of this information by signing the form HUD-9887, the form HUD-9887-A, and the individual verification and consent forms that apply to you. Federal laws limit the kinds of information the O/A can receive about you. The amount of income you receive helps to determine the amount of rent you will pay. The O/A will verify all of the sources of income that you report. There are certain allowances that reduce the income used in determining tenant rents.

Example: Mrs. Anderson is 62 years old. Her age qualifies her for a medical allowance. Her annual income will be adjusted because of this allowance. Because Mrs. Anderson's medical expenses will help determine the amount of rent she pays, the O/A is required to verify any medical expenses that she reports.

Example: Mr. Harris does not qualify for the medical allowance because he is not at least 62 years of age and he is not handicapped or disabled. Because he is not eligible for the medical allowance, the amount of his medical expenses does not change the amount of rent he pays. Therefore, the O/A cannot ask Mr. Harris anything about his medical expenses and cannot verify with a third party about any medical expenses he has.

Customer Protections

Information received by HUD is protected by the Federal Privacy Act. Information received by the O/A or the PHA is subject to State privacy laws. Employees of HUD, the O/A, and the PHA are subject to penalties for using these consent forms improperly. You do not have to sign the form HUD-9887, the form HUD-9887-A, or the individual verification consent forms when they are given to you at your certification or recertification interview. You may take them home with you to read or to discuss with a third party of your choice. The O/A will give you another date when you can return to sign these forms.

If you cannot read and/or sign a consent form due to a disability, the O/A shall make a reasonable accommodation in accordance with Section 504 of the Rehabilitation Act of 1973. Such accommodations may include: home visits when the applicant's or tenant's disability prevents him/her from coming to the office to complete the forms; the applicant or tenant authorizing another person to sign on his/her behalf; and for persons with visual impairments, accommodations may include providing the forms in large script or braille or providing readers.

If an adult member of your household, due to extenuating circumstances, is unable to sign the form HUD-9887 or the individual verification forms on time, the O/A may document the file as to the reason for the delay and the specific plans to obtain the proper signature as soon as possible.

The O/A must tell you, or a third party which you choose, of the findings made as a result of the O/A verifications authorized by your consent. The O/A must give you the opportunity to contest such findings in accordance with HUD Handbook 4350.3 Rev. 1. However, for information received under the form HUD-9887 or form HUD-9887-A, HUD, the O/A, or the PHA, may inform you of these findings.

O/As must keep tenant files in a location that ensures confidentiality. Any employee of the O/A who fails to keep tenant information confidential is subject to the enforcement provisions of the State Privacy Act and is subject to enforcement actions by HUD. Also, any applicant or tenant affected by negligent disclosure or improper use of information may bring civil action for damages, and seek other relief, as may be appropriate, against the employee.

HUD-9887/A requires the O/A to give each household a copy of the Fact Sheet, and forms HUD-9887, HUD-9887-A along with appropriate individual consent forms. The package you will receive will include the following documents:

1. **HUD-9887/A Fact Sheet:** Describes the requirement to verify information provided by individuals who apply for housing assistance. This fact sheet also describes consumer protections under the verification process.
2. **Form HUD-9887:** Allows the release of information between government agencies.
3. **Form HUD-9887-A:** Describes the requirement of third party verification along with consumer protections.
4. **Individual verification consents:** Used to verify the relevant information provided by applicants/tenants to determine their eligibility and level of benefits.

Consequences for Not Signing the Consent Forms

If you fail to sign the form HUD-9887, the form HUD-9887-A, or the individual verification forms, this may result in your assistance being denied (for applicants) or your assistance being terminated (for tenants). See further explanation on the forms HUD-9887 and 9887-A.

If you are an applicant and are denied assistance for this reason, the O/A must notify you of the reason for your rejection and give you an opportunity to appeal the decision.

If you are a tenant and your assistance is terminated for this reason, the O/A must follow the procedures set out in the Lease. This includes the opportunity for you to meet with the O/A.

Programs Covered by this Fact Sheet

- Rental Assistance Program (RAP)
- Rent Supplement
- Section 8 Housing Assistance Payments Programs (administered by the Office of Housing)
- Section 202
- Sections 202 and 811 PRAC
- Section 202/162 PAC
- Section 221(d)(3) Below Market Interest Rate
- Section 236
- HOPE 2 Home Ownership of Multifamily Units

O/As must give a copy of this HUD Fact Sheet to each household. See the Instructions on form HUD-9877-A.

Notice and Consent for the Release of Information

to the U.S. Department of Housing and Urban Development (HUD) and to an Owner and Management Agent (O/A), and to a Public Housing Agency (PHA)

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner



HUD Office requesting release of information (Owner should provide the full address of the HUD Field Office, Attention: Director, Multifamily Division.):

O/A requesting release of information (Owner should provide the full name and address of the Owner.):
Hershey Manor Apartments
1810 Mulberry Avenue
Muscatine, Iowa 52761

PHA requesting release of information (Owner should provide the full name and address of the PHA and the title of the director or administrator. If there is no PHA Owner or PHA contract administrator for this project, mark an X through this entire box.):

Muscatine Municipal Housing Authority
215 Sycamore Street
Muscatine, Iowa 52761

Notice To Tenant: Do not sign this form if the space above for organizations requesting release of information is left blank. You do not have to sign this form when it is given to you. You may take the form home with you to read or discuss with a third party of your choice and return to sign the consent on a date you have worked out with the housing owner/manager.

Authority: Section 217 of the Consolidated Appropriations Act of 2004 (Pub L. 108-199). This law is found at 42 U.S.C.653(J). This law authorizes HHS to disclose to the Department of Housing and Urban Development (HUD) information in the NDNH portion of the "Location and Collection System of Records" for the purposes of verifying employment and income of individuals participating in specified programs and, after removal of personal identifiers, to conduct analyses of the employment and income reporting of these individuals. Information may be disclosed by the Secretary of HUD to a private owner, a management agent, and a contract administrator in the administration of rental housing assistance.

Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by section 903 of the Housing and Community Development Act of 1992 and section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544. This law requires you to sign a consent form authorizing: (1) HUD and the PHA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; and (2) HUD, O/A, and the PHA responsible for determining eligibility to verify salary and wage information pertinent to the applicant's or participant's eligibility or level of benefits; (3) HUD to request certain tax return information from the U.S. Social Security Administration (SSA) and the U.S. Internal Revenue Service (IRS).

Purpose: In signing this consent form, you are authorizing HUD, the above-named O/A, and the PHA to request income information from the government agencies listed on the form. HUD, the O/A, and the PHA need this information to verify your household's income to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD, the O/A, and the PHA may participate in computer matching programs with these sources to verify your eligibility and level of benefits. This form also authorizes HUD, the O/A, and the PHA to seek wage, new hire (W-4), and unemployment claim information from current or former employers to verify information obtained through computer matching.

Uses of Information to be Obtained: +8D is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. The O/A and the PHA is also required to protect the income

information it obtains in accordance with any applicable State privacy law. After receiving the information covered by this notice of consent, HUD, the O/A, and the PHA may inform you that your eligibility for, or level of, assistance is uncertain and needs to be verified and nothing else.

HUD, O/A, and PHA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form.

Who Must Sign the Consent Form: Each member of your household who is at least 18 years of age and each family head, spouse or co-head, regardless of age, must sign the consent form at the initial certification and at each recertification. Additional signatures must be obtained from new adult members when they join the household or when members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

Rental Assistance Program (RAP)

Rent Supplement

Section 8 Housing Assistance Payments Programs (administered by the Office of Housing)

Section 202; Sections 202 and 811 PRAC; Section 202/162 PAC Section 221(d)(3) Below Market Interest Rate

Section 236

HOPE 2 Homeownership of Multifamily Units

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of assistance or termination of assisted housing benefits. If an applicant is denied assistance for this reason, the owner must follow the notification procedures in ~Handbook 4350.3 Rev. 1. If a tenant is denied assistance for this reason, the owner or managing agent must follow the procedures set out in the lease.

Consent: I consent to allow HUD, the O/A, or the PHA to request and obtain income information from the federal and state agencies listed on the back of this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs.

Signatures:

Additional Signatures, if needed:

Head of Household

Date

Other Family Members 18 and Over

Date

Spouse

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date



Agencies To Provide Information

State Wage Information Collection Agencies. (HUD and PHA). This consent is limited to wages and unemployment compensation you have received during period(s) within the last 5 years when you have received assisted housing benefits.

U.S. Social Security Administration (HUD only). This consent is limited to the wage and self employment information from your current form W-2.

National Directory of New Hires contained in the Department of Health and Human Services' system of records. This consent is limited to wages and unemployment compensation you have received during period(s) within the last 5 years when you have received assisted housing benefits.

U.S. Internal Revenue Service (HUD only). This consent is limited to information covered in your current tax return.

This consent is limited to the following information that may appear on your current tax return:

1099-S Statement for Recipients of Proceeds from Real Estate Transactions

1099-B Statement for Recipients of Proceeds from Real Estate Brokers and Barter Exchange Transactions

1099-A Information Return for Acquisition or Abandonment of Secured Property

1099-G Statement for Recipients of Certain Government Payments

1099-DIV Statement for Recipients of Dividends and Distributions

1099-INT Statement for Recipients of Interest Income

1099-MISC Statement for Recipients of Miscellaneous Income

1099-OID Statement for Recipients of Original Issue Discount

1099-PATR Statement for Recipients of Taxable Distributions Received from Cooperatives

1099-R Statement for Recipients of Retirement Plans W-2-G Statement of Gambling Winnings

1065-K1 Partners Share of Income, Credits, Deductions, etc.

1041-K1 Beneficiary's Share of Income, Credits, Deductions, etc.

1120S-K1 Shareholder's Share of Undistributed Taxable Income, Credits, Deductions, etc.

I understand that income information obtained from these sources will be used to verify information that I provide in determining initial or continued eligibility for assisted housing programs and the level of benefits.

No action can be taken to terminate, deny, suspend, or reduce the assistance your household receives based on information obtained about you under this consent until the HUD Office, Office of Inspector General (OIG) or the PHA (whichever is applicable) and the O/A have independently verified: 1) the amount of the income, wages, or unemployment compensation involved, 2) whether you actually have (or had) access to such income, wages, or benefits for your own use, and 3) the period or periods when, or with respect to which you actually received such income, wages, or benefits. A photocopy of the signed consent may be used to request a third party to verify any information received under this consent (e.g., employer).

HUD, the O/A, or the PHA shall inform you, or a third party which you designate, of the findings made on the basis of information verified under this consent and shall give you an opportunity to contest such findings in accordance with Handbook 4350.3 Rev. 1.

If a member of the household who is required to sign the consent form is unable to sign the form on time due to extenuating circumstances, the O/A may document the file as to the reason for the delay and the specific plans to obtain the proper signature as soon as possible.

This consent form expires 15 months after signed.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et. seq.); the Housing and Urban-Rural Recovery Act of 1983 (P.L. 98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543). The information is being collected by HUD to determine an applicant's eligibility, the recommended unit size, and the amount the tenant(s) must pay toward rent and utilities. HUD uses this information to assist in managing certain HUD properties, to protect the Government's financial interest, and to verify the accuracy of the information furnished. HUD, the owner or management agent (O/A), or a public housing agency (PHA) may conduct a computer match to verify the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. You must provide all of the information requested. Failure to provide any information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent:

HUD, the O/A, and any PHA (or any employee of HUD, the O/A, or the PHA) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9887 is restricted to the purposes cited on the form HUD 9887. Any person who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or tenant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or tenant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the Owner or the PHA responsible for the unauthorized disclosure or improper use.



Applicant's/Tenant's Consent to the Release of Information

Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance

Instructions to Owners

1. Give the documents listed below to the applicants/tenants to sign.
Staple or clip them together in one package in the order listed.
 - a. The HUD-9887/A Fact Sheet.
 - b. Form HUD-9887.
 - c. Form HUD-9887-A.
 - d. Relevant verifications (HUD Handbook 4350.3 Rev. 1).
2. Verbally inform applicants and tenants that
 - a. They may take these forms home with them to read or to discuss with a third party of their choice and to return to sign them on a date they have worked out with you, and
 - b. If they have a disability that prevents them from reading and/or signing any consent, that you, the Owner, are required to provide reasonable accommodations.
3. Owners are required to give each household a copy of the HUD9887/A Fact Sheet, form HUD-9887, and form HUD-9887-A after obtaining the required applicants/tenants signature(s). Also, owners must give the applicants/tenants a copy of the signed individual verification forms upon their request.

Instructions to Applicants and Tenants

This Form HUD-9887-A contains customer information and protections concerning the HUD-required verifications that Owners must perform.

1. Read this material which explains:
HUD's requirements concerning the release of information,
and
Other customer protections.
2. Sign on the last page that: you have read
this form, or the Owner or a third party
of your choice has explained it to you,
and
you consent to the release of information for the purposes and
uses described.

Authority for Requiring Applicant's/Tenant's Consent to the Release of Information

Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by section 903 of the Housing and Community Development Act of 1992. This law is found at 42 U.S.C. 3544.

In part, this law requires you to sign a consent form authorizing the Owner to request current or previous employers to verify salary and wage information pertinent to your eligibility or level of benefits.

In addition, HUD regulations (24 CFR 5.659, Family Information and Verification) require as a condition of receiving housing assistance that you must sign a HUD-approved release and consent authorizing any depository or private source of income to furnish such information that is necessary in determining your eligibility or level of benefits. This includes information that you have provided which will affect the amount of rent you pay. The information includes income and assets, such as salary, welfare benefits, and interest earned on savings accounts. They also include certain adjustments to your income, such as the allowances for dependents and for households whose heads or spouses are elderly handicapped, or disabled; and allowances for child care expenses, medical expenses, and handicap assistance expenses.

Purpose of Requiring Consent to the Release of Information

In signing this consent form, you are authorizing the Owner of the housing project to which you are applying for assistance to request information from a third party about you. HUD requires the housing owner to verify all of the information you provide that affects your eligibility and level of benefits to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct levels. Upon the request of the HUD office or the PHA (as Contract Administrator), the housing Owner may provide HUD or the PHA with the information you have submitted and the information the Owner receives under this consent.

Uses of Information to be Obtained

The individual listed on the verification form may request and receive the information requested by the verification, subject to the limitations of this form. HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. The Owner and the PHA are also required to protect the income information they obtain in accordance with any applicable state privacy law. Should the Owner receive information from a third party that is inconsistent with the information you have provided, the Owner is required to notify you in writing identifying the information believed to be incorrect. If this should occur, you will have the opportunity to meet with the Owner to discuss any discrepancies.

Who Must Sign the Consent Form

Each member of your household who is at least 18 years of age, and each family head, spouse or co-head, regardless of age must sign the relevant consent forms at the initial certification, at each recertification and at each interim certification, if applicable. In addition, when new adult members join the household and when members of the household become 18 years of age they must also sign the relevant consent forms.

Persons who apply for or receive assistance under the following programs must sign the relevant consent forms:

Rental Assistance Program (RAP)

Rent Supplement

Section 8 Housing Assistance Payments Programs (administered by the Office of Housing)

Section 202

Sections 202 and 811 PRAC

Section 202/162 PAC

Section 221(d)(3) Below Market Interest Rate

Section 236

HOPE 2 Home Ownership of Multifamily Units

Original is retained on file at the project site

ref. Handbooks 4350.3 Rev-1, 4571.1, 4571.2 & 4571.3

form HUD-9887-A (02/2007)

and HOPE II Notice of Program Guidelines



Failure to Sign the Consent Form

Failure to sign any required consent form may result in the denial of assistance or termination of assisted housing benefits. If an applicant is denied assistance for this reason, the O/A must follow the notification procedures in Handbook 4350.3 Rev. 1. If a tenant is denied assistance for this reason, the O/A must follow the procedures set out in the lease.

Conditions

No action can be taken to terminate, deny, suspend or reduce the assistance your household receives based on information obtained about you under this consent until the O/A has independently 1) verified the information you have provided with respect to your eligibility and level of benefits and 2) with respect to income (including both earned and unearned income), the O/A has verified whether you actually have (or had) access to such income for your own use, and verified the period or periods when, or with respect to which you actually received such income, wages, or benefits.

A photocopy of the signed consent may be used to request the information authorized by your signature on the individual consent forms. This would occur if the O/A does not have another individual verification consent with an original signature and the O/A is required to send out another request for verification (for example, the third party fails to respond). If this happens, the O/A may attach a photocopy of this consent to a photocopy of the individual verification form that you sign. To avoid the use of photocopies, the O/A and the individual may agree to sign more than one consent for each type of verification that is needed. The O/A shall inform you, or a third party which you designate, of the findings made on the basis of information verified under this consent and shall give you an opportunity to contest such findings in accordance with Handbook 4350.3 Rev. 1.

The O/A must provide you with information obtained under this consent in accordance with State privacy laws.

If a member of the household who is required to sign the consent forms is unable to sign the required forms on time, due to

extenuating circumstances, the O/A may document the file as to the reason for the delay and the specific plans to obtain the proper signature as soon as possible.

Individual consents to the release of information expire 15 months after they are signed. The O/A may use these individual consent forms during the 120 days preceding the certification period. The O/A may also use these forms during the certification period, but only in cases where the O/A receives information indicating that the information you have provided may be incorrect. Other uses are prohibited.

The O/A may not make inquiries into information that is older than 12 months unless he/she has received inconsistent information and has reason to believe that the information that you have supplied is incorrect. If this occurs, the O/A may obtain information within the last 5 years when you have received assistance.

I have read and understand this information on the purposes and uses of information that is verified and consent to the release of information for these purposes and uses.

Name of Applicant or Tenant (Print)

Signature of Applicant or Tenant & Date

I have read and understand the purpose of this consent and its uses and I understand that misuse of this consent can lead to personal penalties to me.

Name of Project Owner of his/her representative

Title

Signature & Date
cc: Applicant/Tenant
Owner file

Penalties for Misusing this Consent:

HUD, the O/A, and any PHA (or any employee of HUD, the O/A, or the PHA) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9887-A is restricted to the purposes cited on the form HUD 9887-A. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or tenant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or tenant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the O/A or the PHA responsible for the unauthorized disclosure or improper use.



Optional and Supplemental Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

☐ Check this box if you choose not to provide the contact information.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

